

## CLERK TYPIST III (UNCLASSIFIED)

**Financial Services Division**  
**Salary Range: \$2,358 – \$3,225 Monthly**

### **THE POSITION:**

The Long Beach Gas and Oil Department (LBGO) has an immediate opening for a permanent, full-time unclassified Clerk Typist III within the Financial Services Division of the Business Operations Bureau. The Financial Services Division is responsible for the accounting, purchasing, accounts payable, inventory, and asset management operations for the Department.

### **EXAMPLES OF DUTIES:**

- Provide clerical support to the Financial Services Officer and other members of the Financial Services Division.
- Type forms, memos, and correspondence.
- Develop and maintain hardcopy files for the Division.
- Initiate Bureau/Division Direct Purchase Orders/Purchase Requisitions.
- Interface with other departments, the public, vendors, and outside agencies in person or by telephone.
- Assist in the coordination and preparation of Department special events.
- Provide Department/Bureau/Division telephone support, business desk reception, and answer public and departmental inquiries.
- Opens and distributes mail.
- Collects, deposits, and balances monies.
- Performs other related duties.

### **MINIMUM REQUIREMENTS:**

- Minimum of three years clerical experience
- Knowledge of Word, Excel, and Access
- Ability to type and enter data accurately
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to work well with people at all levels
- Ability to exercise sound judgment in carrying out responsibilities
- Ability to work under deadlines and manage multiple assignments and priorities
- Knowledge of ADPICS and FAMIS desired, but not required

### **SELECTION PROCEDURES:**

Interested candidates should submit a letter of interest and resume no later than 4:30 p.m. on **Friday, June 16, 2006**. The most qualified candidates will be invited to participate in further selection procedures. Submit to:

Lori Diaz, Secretary, Business Operations Bureau  
Long Beach Gas and Oil Department  
2400 E. Spring Street  
Long Beach, CA 90806

*The City of Long Beach is an Equal Opportunity Employer. This information is available in an alternative format by calling Lori Diaz at (562) 570-2094.*